

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: OCCUPANCY TAX COORDINATION

DATE: FEBRUARY 25, 2022

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: DICKINSON (ZOOM)  
MERLINO  
WILD (ZOOM)  
MAGOWAN (ZOOM)  
RUNYON (ZOOM)  
STROUGH  
GERACI (ZOOM)

**OTHERS PRESENT:**

REPRESENTING THE TOURISM DEPARTMENT:

JOANNE CONLEY, DIRECTOR  
LEISA GRANT, PRINCIPAL ACCOUNT CLERK  
KRISTEN HANIFIN, DEVELOPMENT/EVENT COORDINATOR  
JEFF MEAD, COOL INSURING ARENA GENERAL MANAGER  
GINA MINTZER, EXECUTIVE DIRECTOR, LAKE GEORGE CHAMBER OF  
COMMERCE AND CVB  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
LARRY ELMEN, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER (ZOOM)  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD  
SUPERVISORS BRAYMER (ZOOM)  
HOGAN (ZOOM)  
LEGGETT (ZOOM)  
SEEBER (ZOOM)  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
ETHAN GADDY, ASSISTANT COUNTY PLANNER  
KEVIN HAJOS, SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
DIANE BROOKS, NORTHEASTERN DISTRICT, BARBER SHOP HARMONY  
SOCIETY  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

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*Please note, the following contains a summarization of the February 25, 2022 meeting of the Occupancy Tax Coordination Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/mma>*

***Note: Pursuant to New York State Legislation (S.50001/A.40001): “Notwithstanding the provisions of article 7 of the public officers law to the contrary, any state agency, department, corporation, office, authority, board, or commission, as well as any local public body, or public corporation as defined in section 66 of the general construction law, or political subdivisions as defined in section 100 of the general municipal law, or a committee or subcommittee or other similar body of such entity, shall be authorized to meet and take such action authorized by law without permitting in public in-person access to meetings and authorize such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.” All of the Committee members in attendance were physically present, aside from Supervisors Dickinson, Wild, Magowan, Runyon and Geraci who attended virtually***

At Mr. Dickinson’s request, Mr. Merlino, Vice-Chair, served to Chair the meeting as Mr. Dickinson was attending remotely. Mr. Merlino called the meeting of the Occupancy Tax Coordination Committee to order at 1:07 p.m.

Copies of the Occupancy Tax Coordination agenda were distributed to those in attendance; those participating virtually accessed the agenda via the Warren County website. *A copy of the agenda is on file with the minutes.*

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Commencing the Occupancy Tax Coordination agenda review, the following requests were presented:

- a) To re-appropriate \$15,000 from the Occupancy Tax Reserve, *A.881.00*, to Budget Code A.6417.0002 480, *Tourism-Special Events*, in order to make the award to the Town of Johnsbury authorized by Resolution No. 229 of 2021, intended for website maintenance/marketing initiatives, as the selected vendor was unable to complete the work in 2021 due to technical challenges.

Motion was made by Mr. Dickinson, seconded by Mr. Magowan and carried unanimously to approve the request as presented and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

- b) To authorize distribution of funds in the amount of \$9,606.24, initially authorized by Resolution No. 49 of 2020, to the Greater Glens Falls Amateur Athlete Championship Association for marketing expenses incurred in preparation for the 2020 Boys Basketball Games at the Civic Center which was closed due to the COVID-19 Pandemic.

Motion was made by Mr. Strough, seconded by Mr. Dickinson and carried unanimously to approve the request as presented and the necessary resolution was authorized for the March 18<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- c) To authorize agreement with the Town of Horicon for distribution of \$14,000 in funding from the Municipal Application Funding Account, *A.6417.0002 469.05*, for their 2022 Food Truck Fridays event.

Motion was made by Mr. Dickinson, seconded by Mr. Magowan and carried unanimously to approve the request as presented and the necessary resolution was authorized for the March 18<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- d) To authorize agreement with Up Yonda Environmental Center for the distribution of \$3,000 in Special Events Funding, *A.6417.0002 480*, to be used in conjunction with the Glens Falls National Trust grant to support Summer Nature programs.

Motion was made by Mr. Magowan, seconded by Mr. Dickinson and carried unanimously to approve the request as presented and the necessary resolution was authorized for the March 18<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- e) To authorize agreement with the Warren County Planning & Community Development Department for the distribution of \$15,000 in Projects Funding, *A.6417.0002 480.04*, to assist in developing an “Outdoor Recreation Economy Strategic Plan”.

Motion was made by Mr. Strough, seconded by Mr. Dickinson and carried unanimously to approve the request as presented and the necessary resolution was authorized for the March 18, 2022 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

The Discussion Items portion of the agenda was reviewed are as follows:

- a) The Occupancy Tax Report was presented during the previous Committee meeting. *A copy of the report as on file with the minutes.*
- b) Mention of the 2022 Occupancy Tax Funding application deadlines which were included in the agenda.

Returning to Action Item “e”, Mr. Merlino called for a motion to amend the County Budget in the amount of \$15,000 in order to provide funding to the Planning & Community Development Department to cover the local match for the Outdoor Recreation Economic Strategic Plan.

Motion was made by Mr. Dickinson, seconded by Mr. Magowan and carried unanimously to approve the request and

refer same to the Finance committee. *A copy of the request to amend the County Budget form is on file with the minutes.* Resuming review of the Discussion Items, privilege of the floor was extended to Diane Brooks, *Northeastern District, Barber Shop Harmony Society*, to address Item “c”. Ms. Brooks provided an overview of the Northeast District Barbershop Harmony Society Divisional Contest and Convention and informed their event would be held on April 29<sup>th</sup> and 30<sup>th</sup> 2022 at the Queensbury High School auditorium. It was noted that \$15,000 was being sought for the event and that they had also submitted an application for funding to the Town of Queensbury.

Motion was made by Mr. Magowan, seconded by Mr. Dickinson and carried unanimously to authorize an agreement with the Northeast District Barbershop Harmony Society Divisional Contest and Convention for the distribution of \$15,000 in Special Events Funding, *A. 6417.0002 480*, for their 2022 event, with the caveat that if the application submitted to the Town of Queensbury was approved, any surplus funding would be returned to the County, and the necessary resolution was authorized for the March 18<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- d) The Cool Insuring Arena 4<sup>th</sup> Quarter report/update was provided by Jeff Mead, *General Manager*.
- e) Convention and Visitors Bureau (CVB) 4<sup>th</sup> Quarter report/updates were provided by Gina Mintzer, *Executive Director, Lake George Chamber of Commerce and CVB*, who made a Power Point presentation entitled “Q4 Report” and answered question posed by the Committee. *A copy of the Power Point presentation is on file with the minutes.*

Concluding the agenda review, the Referral Item pertaining to preparation of an updated municipal agreement and occupancy tax spending guidelines by the County Attorney was addressed. County Attorney advised he had no updated and asked if any supervisors had any questions to contact him in the next week so he could address them.

As there was no further business to come before the Occupancy Tax Coordination Committee, on motion made by, Mr. Strough, seconded by Mr. Dickinson and carried unanimously, Mr. Merlino adjourned the meeting at 2:13 p.m.

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist